

JOB DESCRIPTION
MURFREESBORO FIRE DEPARTMENT
FIRE AND MEDICAL TRAINING COORDINATOR

1. **JOB TITLE:** FIRE AND MEDICAL TRAINING COORDINATOR

2. **DEFINITION:** The employee is responsible for providing subordinate officers and personnel with mandated training and instruction, which involves determining the specific training needs of departmental personnel, developing course content, administering courses, and evaluating student performance. The position is responsible to the Fire Chief through the chain of command. All employees are responsible to the City Manager. This position is classified as Non-Exempt for purposes of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. **EQUIPMENT/JOB LOCATION:**
 - a. The employee must have the ability to safely operate a motor vehicle as well as some modern office equipment, including but not limited to personal computers, radios, typewriter, calculator, copier, fax, and multi-line telephone system.
 - b. Supervision of all training and safety must be performed during all kinds of weather conditions and at locations throughout the city. The employee travels frequently between the different fire stations and the Fire Administration building.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Arranges classes for new recruit training, medical training and orientation and coordinates the forty (40) hours of recurrent training mandated by the State of Tennessee Commission of Firefighting; arranges for personnel to take classes through various agencies or learning institutions as required.
 - b. Coordinates the Insurance Services Office (ISO) training requirements.
 - c. Remains responsible for all training of departmental personnel, which involves performing a needs assessment, designing and developing course content, administering the course to department staff, and evaluating the work of each student.
 - d. Plans and organizes training of the personnel for First Responder Level.
 - e. Oversees the quality assurance of Medical First Responder Patient Care forms.
 - f. Oversees and coordinates medical training.
 - g. Schedules all TB skin test shots and vaccinations.
 - h. Handles employee concerns and problems related to training issues.
 - i. Keeps training related records and files, including individual training records.
 - j. Coordinates training with Captains/Shift Training Officers.
 - k. Submits annual training report.
 - l. Arranges travel for training courses.
 - m. Oversees the annual equipment inventory of the Murfreesboro Fire Department.
 - n. Provides input and assists with departmental budget process as it pertains to departmental training and safety needs.

- o. Provides fire safety training and education to the public when assigned.
- p. Coordinates drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.
- q. Coordinates annual pump and hose tests.
- r. Operates personal computers using Microsoft Office software.
- s. Completes various reports and log books, reviews training data completed by lower ranking fire personnel.
- t. Reviews all departmental motor vehicle accident reports to determine whether the accident was due to operator error or a lack of proper training; works to ensure these types of situations are not repeated by ensuring that all personnel receive the necessary training to successfully complete job duties.
- u. Serves as Department Safety Officer.
- v. Reviews any existing safety deficiencies within the fire stations and employee accident reports, and reports such safety violations to higher authorities for corrective action to be taken.
- w. Sits, stands, stoops, walks and climbs intermittently.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Drives and operates firefighting vehicles and related equipment as needed.
- b. Participates in assigned public speaking to the community about first aid, safety and CPR.
- c. Assists the Incident Commander with chemical or hazardous materials accidents supplying technical information and strategic and tactical advice when needed.
- d. Oversees testing and maintenance of air packs, air cylinders, and compressors.
- e. Performs firefighting duties as required.
- f. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Three years of experience as a full-time paid employee in the fire service or an equivalent combination of education and experience required; possession of knowledge, skills and abilities required of all levels of Firefighter preferred.
- b. Must possess one (1) year experience as an Emergency Medical Technician (EMT) and/or licensed Paramedic in the State of Tennessee.
- c. Must be certified by the State of Tennessee as Firefighter II.
- d. Certification as Medical First Responder Instructor by the State of Tennessee preferred.
- e. Certification as Instructor I by State Firefighting Commission preferred; certification must be obtained within twelve (12) months of promotion or employment. Failure to obtain certification will result in reassignment to former rank.
- f. Certification as Officer I by State Firefighting Commission preferred; certification must be obtained within twenty-four (24) months of promotion or employment. Failure to obtain certification will result in reassignment to former rank.
- g. Must successfully complete Officer I, II, III and IV courses and Instructor course at the State Fire School within one year of promotion if courses are available. Failure to successfully complete courses within 12 months will result in reassignment to former rank or termination if not formerly employed with the Murfreesboro Fire Department.

- h. Must possess a driver's license valid in Tennessee that has not been revoked or suspended within the last 36 months.
- i. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charges, or to misdemeanor charges involving violence, theft, or arson.
- j. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to DUI or to misdemeanor charges involving drugs during the past five years.
- k. Must have legal authorization to work in the United States of America.
- l. Must be able to wear and use a respirator in accordance with the Standard on Respiratory Protection, 29 CFR 1910.134.
- m. Must be mobile to the degree needed to climb stairs and ladders, capable of walking significant distances on a daily basis, traverse rough and debris strewn ground and floor areas, enter and maneuver in confined spaces and to safely negotiate similar situations as found at fire scenes.
- n. Knowledge of water systems, alarm systems, and sprinkler systems.
- o. Knowledge of the principles and practices of modern fire operations, supervision, and fire suppression.
- p. Knowledge of the Incident Command System.
- q. Knowledge of NFPA 1021 and 1041.
- r. Knowledge of the laws regarding HIPAA.
- s. Knowledge of the laws regarding employee health and safety, including Occupational Safety and Health provisions.
- t. Knowledge of the capabilities and limitations of fire suppression personnel and variety of firefighting equipment.
- u. Knowledge of city and departmental personnel policies, procedures and regulations and ability to enforce them.
- v. Possess good working knowledge of personal computers and experience with Microsoft Office software preferred.
- w. Ability to plan, direct and supervise the work of others.
- x. Ability to express ideas clearly and concisely, orally and in writing to groups and individuals.
- y. Ability to teach first aid and basic life support procedures.
- z. Ability to identify, analyze and resolve problems.
- aa. Ability to communicate clearly on departmental radio system.
- bb. Ability to report for work on time and perform the duties of the job for a complete workday.
- cc. Ability to teach accurate, informative and interesting classes and to prepare useful teaching aides and guides.
- dd. Ability to coordinate work with city departments and other organizations.

Non-Exempt
Safety Sensitive
May 17, 2007